

CITY OF MONROE
PLANNING COMMISSION MINUTES
September 24, 2012

✓ APPROVED

The meeting of the Monroe Planning Commission was scheduled for September 24, 2012 at 7:00 p.m., in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Chairman Loots called the meeting to order at 7:00 p.m.

ROLL CALL

Secretary Kim Shaw called the roll. The following were:

Present: Chairman Loots, Commissioners Bill Kristiansen, Dave Demarest, Dian Duerksen, Wayne Rodland, Jeff Sherwood, Bridgette Tuttle

Staff Present: Public Works Director Brad Feilberg, Economic Development Manager Jeff Sax, Secretary Kim Shaw and Planning Technician David McConnell

CITIZEN COMMENT

None.

APPROVAL OF MINUTES

None.

PUBLIC HEARING

None.

WORKSHOP

A. 2013 Comprehensive Plan Docket Update

Director Feilberg summarized the four proposed items for docketing. These amendments are being considered for further action in the 2013 Work Program of Comprehensive Plan Amendments:

1. *CPA2013-A Comprehensive Plan Text Amendments* – Plan elements will be updated so that the entire plan will be consistent. Land use regulations will be moved to the Monroe Municipal Code (MMC). The amendment is scheduled to be completed by January 2013.
2. *CPA2013-B City Gateway Districts* – This amendment focuses on northwest, southwest, south and east entryways to the city, and may include zoning overlay districts and design standards. The amendment is scheduled to be completed by May 2013.
3. *CPA2013-C System Plan Updates* – The amendment is scheduled to be completed by January 2013.
4. *CPA2013-D School Mitigation Fees* – Discussed below.

B. CPA2013-D School Mitigation Fees

Director Feilberg discussed the history and current process for impact fees and the discount rate. This amendment proposes to remove the 25% rate regulation from the Comprehensive Plan and allow City Council to set fees. He discussed the changes to the 2012-2017 Capital Facilities Plans for the Monroe and Snohomish districts. The school impact fee program will be revised in MMC Chapter 20.07 and the City Fee Resolution changed to reflect any new fees.

He noted the Planning Commission is scheduled for a recommendation to City Council on October 15, 2012; Council will consider this amendment with the City budget in December 2012.

Commissioner Demarest questioned Monroe School District Facilities Director Ralph Yingling about the difference between the City of Monroe and Snohomish County.

Director Yingling explained the district has concerns about the fee changes. They would like to understand why this is being proposed.

Commissioner Sherwood asked whether this policy has led to fewer building permits.

Director Yingling stated that mitigation fees are used only for capital facilities, and the district has no current projects.

Manager Sax discussed the discount rate, moving the setting of the discount from the Capital Facilities Plan to the City Council for their decision. He reviewed various mitigation fees for builders, and noted that the City is at the high end. He discussed how mitigation fees are set for schools and parks and the updating process. He also stated the City of Monroe is the only city with a 25% discount rate.

Manager Sax further discussed builders fees in various communities and noted that older plats are being revived. He questioned the setting of the fees and how they can be modified by City Council. He stated that reduced school fees will impact new school facilities, but that new students are also funded by the State.

Following the summary on the background of school mitigation fees given by **Manager Sax** and **Director Feilberg**, there was discussion on the topic by the Commissioners with input from city and school district staff.

Citizen Comments

Debra Kolrud 12507 263rd Ave SE, Monroe WA 98272

Ms. Kolrud referred to the history of the Monroe Capital Facilities Plan the importance of these fees. She has concerns about cutting the mitigation fee. The school budget has \$437, 000 for mitigation fees.

Meredith Mechling 13624 Chain Lake Rd, Monroe WA 98272

Ms. Mechling opposed lowering fees just because other cities have reduced their fees, and asked for proof of any benefit to MSD. She questioned the thought process of previous comprehensive plans and where this plan originated.

Erin Anderson Lewis St, Monroe, WA.

Ms. Anderson offered two comments (indecipherable).

Vicki Mullen 10312 210th St SE, Snohomish, WA 98272

Ms. Mullen asked for more information on the process and rushed timing. She is opposed to amending the Comprehensive Plan, making it easier to change, and stated a 100% fee is fair. She quoted the Monroe Monitor editor's question on legalities.

Manager Sax addressed Ms. Mullen's question and stated there are exemptions for policy changes outside of the Capital Facilities Plan process. The City is seeking legal counsel with the indication that this amendment can be done during the budget process.

C. ZCA2012-07 North Kelsey Design Guidelines

Director Feilberg explained that proposed revisions will reflect current development of North Kelsey. A public hearing and recommendation are scheduled for the two Planning Commission meetings in October.

Chairman Loots asked if there were any other scheduled workshops on this matter prior to the public hearing. Manager Popelka responded that there are no other meetings scheduled.

Commissioner Demarest questioned several items in the revised guidelines. He expressed concerns about the span of time between adopting the revised sign code and the Kelsey Design Guidelines.

DISCUSSION BY COMMISSIONERS AND STAFF

Commissioner Rodland questioned the CADMAN reclamation plan. **Manager Sax** indicated that CADMAN does have a submitted plan and there is no effect to the Comprehensive Plan.

ADJOURNMENT

Commissioner Sherwood made a motion that the September 24, 2012 Planning Commission meeting be adjourned. Motion seconded by **Commissioner Demarest**. Motion carried 7/0.

The meeting was adjourned at 8:25 p.m.



Paul Loots
Chairman



Kim Shaw
Planning Commission Secretary

